

## CHAPTER 4

# MATERIAL PROCUREMENT

The term *procurement* means an act of getting material or services from supply sources. In the Navy, procurement is a big undertaking. Think for a moment about the size of the Navy and the amount of material it needs to keep working.

The Navy's procurement process involves customers, support activities, and suppliers. The customers prepare requisitions and submit the completed forms to the supporting supply activity. Upon receipt of the requisition, the supporting supply activity checks the form for complete and correct information. When requested material is available, the supply activity processes the requisition for issue. If material is not available, the supply activity refers the requisition to the item manager or supporting stock points for issue. The suppliers of material can be a military or civilian organization. Chapters 1 through 3 of this training manual describe inventory manager responsibilities and stock points that supply material for the Navy. Material and services received from civilian vendors are those not available in the Navy's supply system.

The supply department processes procurement requests to satisfy the customer's needs or to restock supplies. The procedures and forms used in procurement may vary from activity to activity. The variations of the forms used depend on the local procedures set by the activity. In the most part, the basic procedures are the same for all activities. This chapter will help you learn the procedures of getting the needed material to support your activity. Also, you will learn how to get and maintain the status of outstanding requisitions and perform material obligation validations (MOVs).

### REQUISITIONING INSTRUCTIONS

A customer who needs an item or service makes that need known by submitting an official request called a "requisition." The requisition tells, in a standardized format, what and how many of the item are needed. It also tells who the customer is, the urgency of the requirement (priority), and whom to bill for the payment. The *Military Standard Requisitioning and Issue Procedures*, NAVSUP P437, provides detailed instructions for preparing requisitions. Refer to this

publication for additional information in requisition processing.

### METHODS OF PROCUREMENT

There are two basic methods by which an activity may obtain the material or services it requires. They are the requisitioning and purchase methods. The requisitioning method is done by submitting a requisition to the supporting supply activity for material with a stock number. There are times, however, when the customer needs an item that does not have a stock number. To get the item, the customer still submits a requisition through the normal supply channel. The stock point usually sends the requisition to a contracting office, who buys goods and services from commercial sources. The contracting office uses the information on the requisition to buy the item on a onetime purchase basis.

### SOURCES OF SUPPLY

Activities will normally submit requisitions to the supply activities specified in the orders and instructions issued by higher authority. For ships, these instructions are issued under the direction of fleet commanders. When requisitioning instructions do not specify the supply source, ships will submit requisitions to the nearest Navy ashore supply activity.

### MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES FORMS

The Department of Defense (DOD) developed the Military Standard Requisitioning and Issue Procedures (MILSTRIP). Its purpose is to standardize procedures, forms, formats, codes, and documentation of requisitioning and issuing systems for all military services. The use of a coded, single-line item document for each supply transaction is the basis of MILSTRIP. Refer to NAVSUP P-437 (ashore) and NAVSUP P-485 (afloat) for the Navy supply system procedures for operating MILSTRIP. The following text describes the forms used for MILSTRIP requisitioning.

THIS DOCUMENT IS A REQUISITION FOR AN NSN ITEM FOR OVERSEAS DELIVERY

FORWARD TO FISC NORFOLK

PROVIDE 100 PERCENT SUPPLY STATUS TO REQUISITIONER BY AUTODIN

NSN WITH SMIC

DOCU-  
MENT  
NUMBER

FUND  
CODE

EXCHANGE  
CERTIFICATION

NO MONITORING  
ACTIVITY, 7R  
COG ITEM

STOCK  
REPLENISHMENT  
(AVIATION)

MCC

PRIORITY

SIGNAL CODE

USE TYPEWRITER OR BALL POINT PEN  
PRESS HARD  
TO ASSURE LEGIBILITY ON ALL COPIES  
SM 81071-1-401, 3400

DD FORM 1348, 1 MAR 74

A SEND TO N00188 FISC NORFOLK, VA										B REQUISITION IS FROM V03366 USS AMERICA (CV-66)									
C DOC IDENT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100										D REMARKS									
E FUND 5 G										F STOCK NUMBER 156 000 1234 567 S F E A 00001									
G ADVISE H										I STATUS DATA									

Figure 4-1-MILSTRIP Requisition, DD Form 1348.

## DD Form 1348

You can use the DD Form 1348 as a requisition, follow-up, modifier, or cancellation request. You may also use it as a request for tracer action on overdue parcel post shipments sent by insured, registered, or certified mail. The form is available in two-, four-, and six-part sets. All copies are the same except that the original copy does not provide for unit or total price data.

The two-part form consists of two hard cards with carbon between them. The two-part form is not for requisitioning by afloat activities. However, you may use it for requisition follow-up, modifier, and cancellation requests. You can also use it for tracer requests on overdue parcel post shipments sent by insured, registered, or certified mail.

The four-part form consists of two hard cards and two paper copies with carbon between them. The four-part form is for requisitioning from shore activities and ships not requiring the six-part set.

The six-part form consists of two hard cards and four paper copies with carbon between them. The

six-part form is for requisitioning from nonautomated ships and from automated activities that require the six-part set.

Figure 4-1 is an example of a manually prepared requisition on a DD 1348.

You should make the data entries on DD 1348 according to MILSTRIP. The following paragraphs describe the data entries.

**Data Block A** (Send to) is for entering the Service Designator code, Unit Identification Code (UIC), name, and location of the activity to which the requisition is to be submitted. If you submit the requisition to a ship, enter the service designator code, UIC, and hull number. Refer to the *Navy Comptroller Manual*, NAVSO P-1 000-25, volume 2, chapter 5, for a listing of Unit Identification Codes.

**Data Block B** (Requisition is from) is for entering the identification of the requisitioner. This information includes the Service Designator code, UIC, name, and hull number (if applicable).

Data Block C maybe left blank at the discretion of the supply officer, or it may include the noun name of the requested item.

Data Blocks D-F (Editing data) should be blank.

Use record positions (CC) 1-3 for entering the document identifier. Appendix A4 of *MILSTRIP*, NAVSUP-437, provides a listing of Document Identifier codes.

Use record positions 4-6 for entering the Routing Identifier code. This code identifies the activity that will receive the requisition. This is a mandatory entry except when the ship will issue the material to fill the requisition. The Routing Identifier code entered in these positions must apply to the activity shown in data block A. See Appendix A10 of NAVSUP P437 for a list of Routing Identifier codes.

Use record position 7 for entering the Media and Status code. This code signifies the type of status required, the activity to receive the status, and the method for sending the status. See Appendix A6 of NAVSUP P-437 for a list of Media and Status codes.

Use record position 8-22 for entering the item identification number, national stock number (NSN) or Navy item control number (NICN) The stock number field will not include such data as cognizance symbol and material control codes. When an item has an assigned NSN, enter the federal supply class (FSC) in record position 8 through 11. Enter the NATO code and the national item identification number in record positions 12 through 20. Enter the special material identification code (SMIC) in record positions 21-22. When required, enter the weapons systems designator code (WSDC) in place of the SMIC for high priority requisitions.

The most common NICNs authorized for entry in MILSTRIP requisitions are stock numbers for forms, publications, and parts kits. Other authorized NICNs include the control numbers assigned by the inventory control points or item manager. Enter the first four digits of the NICN in record positions 8-11. Enter the NICN code LL in record positions 12-13, and the remaining characters in record positions 14-20.

Use record positions 23-24 for entering the proper abbreviation for unit of issue. Appendix A23 of NAVSUP P-437 provides a listing of unit of issues. Ensure the unit of issue is correct by matching it with the required quantity. For example, you will receive 100 of the items when you put 00001 in the quantity field and the unit of issue field is HD (hundred). You will also

get 100 of the items when you put 00100 in the quantity field and the unit of issue for the item is EA (each). If you put the wrong unit of issue of EA with 00100 in quantity field, you might get 10,000 of the items. This happens when the unit of issue gets corrected to HD but the quantity is not adjusted to 00001.

Use record positions 25-29 for entering the quantity of the needed item. For a quantity of 99,999 or less, enter the total quantity required. If the required quantity is less than five digits, precede the quantity with zeros to provide a five-digit entry. If the quantity is more than 99,999, prepare and submit additional requisitions for the remaining amount.

Enter specific instructions in the Remarks field for items needed in a minimum length, size, or other special measurements when no advice code applies. For example, "Minimum length acceptable is 10 feet."

Enter C9999 in the Quantity field for continuing and annual requirements. Use this for requisitions that will result in multiple receipts of material or services. Some of these are requirements for gasoline, telephone service, or copying machine service. See NAVSO P-3013, paragraph 4102-7, for information concerning the use of C9999.

Use record positions 30-43 for entering the document number. The document number includes the requisitioner's service designator code and UIC, the Julian date of the requisition, and the serial number of the requisition.

In record position 30, enter one of the following service designator codes:

R - for Pacific Fleet operating units

V - for Atlantic Fleet operating units

N - for shore activities. Fleet operating units may use this code when specifically authorized.

In record positions 31-35, enter the UIC of the requisitioner. This is the chargeable activity when record positions 52 and 53 cite an End-use Fund code and the Signal code is an A or J.

In record positions 36-39, enter the Julian date of the actual transmission of the requisition to the supply source. The first position of the Julian date represents the last digit of the calendar year. The last three positions show the numeric consecutive day of the calendar year. All government-issue calendars show the numeric consecutive day of the calendar year. For example, Julian date 3274 represents 1 October 1993.

Use record positions 40-43 for entering the four-position serial number of the requisition. The document number assigned by the requisitioner will be cited in all supply and financial documents. Therefore, do not assign duplicate serial numbers on the same day. Positions 40 and 41 may consist of alpha or numeric characters. However, use G in the first position only for Not Mission Capable Supply (NMCS) requisitions. Also, use G for Partial Mission Capable Supply (PMCS), Anticipated NMCS, and Broad Arrow requisitions. Appendix C of OPNAVINST 4790.2 (series) provides definitions for NMCS, PMCS, and ANMCS terms. Project code ZF7 signifies Broad Arrow requirements. Broad Arrow is the requirement for non-operational ground support equipment (GSE) used in direct support of aircraft. Broad Arrow is a condition that is used when GSE is down and there is no backup GSE locally available. Requirements for material or services needed to correct a casualty report (CASREP) are indicated by a W in position 40. The remaining positions of the serial number will be numeric (001-999). The SUADPS-RT support procedures provide a standard document numbering system for Special Accounting Class (SAC) 207 activities. The following text describes the recommended assignment of some serial numbers.

#### Aviation Fleet Maintenance (AFM) Charges

##### Serial Number Assigned to

D0 - D9	Intermediate maintenance (work centers)
E0 - E9	Organizational maintenance (squadron/ship's aircraft)
Y0 - Y9	Intermediate/organizational maintenance

#### Flight Operations (FLTOPS) Charges

F0-F9	Squadron and ship's aircraft
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#### NMCS/PMCS/CASREP Requisitions

G0 - G8	AFM requisitions
G9	AFM requisitions
W0 - W9	Ship's CASREP requisitions

#### Stock Requisitions

0001 -1999	Stink requisitions
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#### Ship's Divisions

20-89	Assigned to different divisions of the ship. The divisions of the supply department use serial numbers 80-89. The Aviation Stores division (S-6) uses 86 series document numbers.
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Use record position 44 for entering the Demand code. Demand code R (recurring demand) will result in the inventory manager reinvesting the funds to replace the sales. Therefore, the next time a customer demands the item, it will be available. If the customer enters an N (nonrecurring demand), the inventory manager will not reinvest the funds unless the item needs replacement to cover other requirements. The following paragraphs describe the rules for coding demands.

Assign a Recurring Demand code (R) to all requisitions when the item is a replacement for stock or is in use. These items include equipage, repairable items, repair parts, and consumable. Some examples are stock replenishment and preventive maintenance material, such as oil and lubricants and general-use consumables. All requisitions for cognizance 0I and 1I material will have Demand code R assigned.

Assign Nonrecurring Demand code (N) to all requisitions when the required item is not a replacement for an existing item in use or stock. Some examples of requisitions that need a Nonrecurring Demand code are initial stocks and initial outfitting requirements.

Use record positions 45-50 for entering the supplementary address. The requisitioner may use this field to tell the supplier who is to receive material, status, or billing. When used for this purpose, record position 45 will contain the Service code. Also, record positions 46-50 will contain the UIC of the activity. The requisitioner also may use this field for local controls. When used for this purpose, enter Y in record position 45 and any combinations of letters and numbers in record position 46-50.

Use record position 51 for entering the Signal code. The Signal code serves a dual purpose. It identifies the activity to receive the material and the activity to receive the billing. Signal codes D and M are for free-issue items. Refer to Appendix A12 of NAVSUP P-437 for a list of Signal codes and their meanings.

Use record positions 52-53 for entering the Fund code. The two-digit Fund code was developed to bill an activity properly for the material received. Unless a requisition has Signal code D or M (free issue) in record position 51, enter the Fund code from NAVSO P-3013, Appendix II. Leave this field blank if the requisition is

for free-issue material. The Fund code for all Appropriation Purchase Account (APA) material is Y6.

Use record positions 54-56 for entering the monitoring activity and cognizance symbol. Enter the monitoring activity code in record position 54 from Appendix A3 of NAVSUP P-437. Enter the two-character cognizance symbol in record positions 55-56.

Use record positions 57-59 for entering the Project code. This code is a mandatory entry on all Navy requisitions. It identifies requisitions and related documents applicable to specific projects or programs. Refer to Appendix A8 of NAVSUP P-437 for a list of Project codes.

Use record positions 60-61 for entering the priority designator. Refer to OPNAVINST 4614.1 (series), *Uniform Material Movement and Issue Priority System* (UMMIPS) for details on priority designators.

Use record positions 62-64 for entering the required delivery date R(DD ).When the standard delivery date (SDD) is satisfactory, leave this field blank. The SDD is the latest calendar date the requisitioner can expect to receive the material requisitioned under a particular priority designator. You can compute the SDD by adding the number of days in the applicable UMMIPS time standard to the requisition date.

When entered, the required delivery date specifies exactly when the requisitioner wants the material. The characters entered in this field may be a special code, such as 999 or 777 or a Julian date that is earlier or later than the computed SDD. Use 999 in this field for NMCS/PMCS/Broad Arrow priority 01-04 requisitions when material applies to overseas forces. The code 999 also applies to those activities alerted for deployment within 30 days of the date of requisition. Refer to chapter

3 of NAVSUP P-437 for a list of criteria in using required delivery dates on requisitions.

Enter N in record position 62 for priority 01-08 requisitions that cannot meet the criteria for 999. When used, entries in record positions 63-64 may show the short RDD, expressed in number of days from the requisition date.

Enter E in record position 62 for Anticipated Not Mission Capable Supply (ANMCS) priority 01-08 requisitions that cannot meet the criteria for 999. Entries in record positions 63-64 may show the short RDD, expressed in number of days from the requisition date.

Use record positions 65-66 for entering the Advice code. A requisition does not normally require an Advice code. The requisitioner may use this code for conditions that dictate when advice or restriction applies to the requisitioned item. This code tells the source of supply about the disposition of retrograde when requesting a repairable item. Refer to Appendix A1 of NAVSUP P-437 for a list of Advice codes.

Use Data Blocks L-V for necessary information pertinent to the processing of requisitions by the supply activity. You cannot send any exception data entered in this block via the Automatic Digital Network (AUTODIN). Requisitions with exception data use document identifier A0E or A05, which prevents automatic processing by mechanized activities. Aviation activities use these blocks for information needed in material reporting (MR). Refer to OPNAVINST 4790.2 (series) for information concerning material reporting.

See figure 4-2 for an example of a MILSTRIP message requisition.

**FROM:** (Appropriate Indicator of Sender)

**TO:** (Insert Addressee(s))

**SUBJ:** (MILSTRIP REQUISITIONS:)

1. A0A/N32/S/1234001234567AA/EA/00001/V12345/0001/0111/R/YSTOCK/A/RZ/BLNK1R/AEO/13
2. A0A/N32/S/1234010123456BB/EA/00001/V12345/0001/1900/R/YSTOCK/A/VZ/BLNK7R/AEO/13/BLNK/5G
3. A0A/N32/S/1234003456789CC/EA/00010/V12345/0001/0112/R/YSTOCK/A/RZ/BLNK1R/AEO/13
4. A0A/N32/S/1234005678901DD/EA/00011/V12345/0001/0113/R/YSTOCK/A/RZ/BLNK1R/AEO/13

**NOTE:** Complete all other message elements in accordance with service instructions.

Figure 4-2.-MILSTRIP message requisition.



## DD Form 1348-6

The DD Form 1348-6 is recommended for requisitioning material that is not identified by a National Stock Number (NSN) or NICN Supply sources process this form manually, which usually delays material delivery. You should make every effort to cross part numbered items to stock numbers so you can order the material on a DD 1348. The DD Form 1348-6 consist of two parts. The upper section includes the same basic information contained on a DD Form 1348. The lower section has 10 data blocks for additional information. Figure 4-3 illustrates a prepared DD Form 1348-6 requisition. The following paragraphs describe the entries in record positions of the DD 1348-6.

Use record positions 1-3 for entering the document identifier.

Use record positions 4-6 for entering the routing identifier.

Use record position 7 for entering the Media and Status code.

Use record positions 8-22 for entering the manufacturer's code and part number. The manufacturer's code is also known as the Commercial And Government Entity (CAGE) code. If the CAGE and part number exceed 15 positions, enter them in data block 1 of the Identification Data section. If only the CAGE and part number are known, leave this field blank. Enter the CAGE and part number in data block 1 of the Identification Data section.

Use record positions 23-24 for entering the unit of issue.

Use record positions 25-29 for entering the requested quantity.

Use record positions 30-35 for entering the service designator and UIC of the chargeable activity.

Use record positions 36-39 for entering the Julian date.

Use record positions 40-43 for entering the serial number of the request.

Use record position 44 for entering the Demand code.

Use record positions 45-50 for entering the supplementary address. Enter the service designator code and UIC of the activity or enter Y and local control code. When desired, leave this field blank.

Use record position 51 for entering the Signal code.

Use record positions 52-53 for entering the Fund code.

Use record position 54 for entering the Distribution code, if applicable; otherwise leave blank.

Use record positions 57-59 for entering the Project code, if applicable.

Use record positions 60-61 for entering the priority designator.

Use record positions 62-64 for entering the required delivery date, if appropriate.

Use record positions 65-66 for entering the proper Advice code or leave blank.

Use record positions 74-80 for entering the total estimated price.

Use data block 1 for entering the CAGE and part number of the item requested when they exceed the number of characters in record positions 8-22. Leave record positions 8-22 blank when data block 1 includes the CAGE and part number entry.

Use data block 2 for entering the name of the supplier of the item and its address if known.

Use data block 3 for entering the title, edition, and page number of the manufacturer's catalog that lists the item requested.

Use data block 4 for entering the date of publication from manufacturer's catalog.

Use data block 5 for entering the name of the issuing office and the number and date of any technical publications that will help to identify the requested item.

Use data block 6 for entering the title, edition, and page number of any technical manual that will help identify the requested item.

Use data block 7 for entering the noun name of the item requested.

Use data blocks 8 through 8b for entering a detailed description of the requested item. This maybe the color, size, or technical characteristics.

Use data block 9 for entering the noun name of the part or equipment in which the requested item is used.

Use data blocks 9a through 9e for entering the source of supply and the make, model, or series of the part or equipment shown in block 9.

SHIPPING CONTAINER TALLY		1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50																															
<b>REQUISITION AND INVOICE/SHIPPING DOCUMENT</b>																						SHEET NO. 1		NO OF SHEETS 1		5. REQUISITION DATE 7 APR 87				6. REQUISITION NUMBER R04648-7097-(**)			
1. FROM R04648 USS SAMUEL GOMPERS (AD 37)																						7. DATE MATERIAL REQUIRED				8. PRIORITY 13							
2. TO N00244 FISC San Diego, CA																						9. AUTHORITY OR PURPOSE											
3. SHIP TO - MARK FOR Supply Officer USS SAMUEL GOMPERS (AD 37) FPO San Francisco, CA																						10. SIGNATURE I. L. GARDNER LT, SC, USN				11a. VOUCHER NUMBER AND DATE							
12. DATE SHIPPED																						b. -----											
13. MODE OF SHIPMENT																						14. BILL OF LADING NUMBER											
15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.																																	
4. APPROPRIATION AND SUBHEAD 1771804.702D				OBJ. CL 000		BUR. CONT. NO. 53824		SUBAL. LOT 0		AUTHORIZATION ACCT'G ACTIVITY 060957		TRANS. TYPE 2D		PROPERTY ACCT'G ACTIVITY R04648		COUNTRY -		COST CODE 007097(**)NU				AMOUNT **											
ITEM NO. (a)		FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES (b)										UNIT OF ISSUE (c)		QUANTITY REQUESTED (d)		SUPPLY ACTION (e)		TYPE CONTAINER (f)		CON-TAINER NOS. (g)		UNIT PRICE (h)		TOTAL COST (i)									
		**Regn. Ser. No. SERVICE AND MATERIALS FOR REPAIR OF:  3001 Marchant Calculators Serial Nos. 441067, 441255  3002 Friden Adding Machines Serial No. 56412  3003 IBM Selectric Typewriters Serial Nos. 14-667421, 15-667441  3004 Remington Electric Typewriter Serial No. 14-336601  Total Cost NOT to exceed \$200.00										EA		00001										60.00									
												EA		00001								40.00											
												EA		00001								60.00											
												EA		00001								40.00											
16. TRANSPORTATION VIA MATS OR MSTs CHARGEABLE TO														17. SPECIAL HANDLING CONTAINER																			
18. RECAPITULATION OF SHIPMENT		ISSUED BY		TOTAL CONTAINER		TYPE CONTAINER		DESCRIPTION				TOTAL WEIGHT		TOTAL CUBE		19. CONTAINERS RECEIVED EXCEPT AS NOTED QUANTITIES RECEIVED EXCEPT AS NOTED POSTED		DATE		BY		SHEET TOTAL											
		CHECKED BY																DATE		BY		GRAND TOTAL											
		PACKED BY																DATE		BY		20. RECEIVER'S VOUCHER NO.											
								← TOTAL →																									

DD FORM 1 MAR 58 **1149** (P-T)  
REPLACES EDITION OF 1 MAY 58 WHICH MAY BE USED

51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100  
S/N 0102-011-1801

**ORIGINAL**

**Figure 4-4.—DD Form 1149.**



Use data block 10 for entering the ship's name, hull number, and mailing address.

Use data block 11 for entering additional information that will help in positive identification of the requested item. Enter the NICN under a typed, Additional Item Data caption if there is a permanent NICN for the material. To effect procurement, enter the complete line of accounting data (from NAVSO P-3013), name, rank and signature of the supply officer.

## **DD Form 1149**

Use DD Form 1149 (fig. 4-4) for procuring only the material that is not included in MILSTRIP. You can use it to requisition repairs or rentals of labor-saving devices and repairs of other equipment items. You can also use it for dry cleaning or renovation services when prescribed by the supply source or repair facility. When use of the DD Form 1149 is appropriate, it will be in a single page and prepared by typewriter or ball point pen. The following paragraphs describe the format for preparing DD Form 1149 for material (other than bulk petroleum) and services.

Use data block 1 (From) for entering the service designator and UIC of the requesting activity, including the ship's hull number.

Use data block 2 (To) for entering the service designator, UIC, and name of the activity that will provide the material or service.

Use data block 3 (Ship to-Mark for) for entering the words "supply officer" and the name and hull number of the requesting ship. Also enter the point of delivery (FPO address) in this field.

Use data block 4 (Appropriation and Subhead) for entering the complete line of accounting data from NAVSO P-3013.

Use data block 5 (Requisition date) for entering the calendar date (day, month, and year) the requisition is prepared.

Use data block 6 (Requisition number) for entering the service designator, UIC, and Julian date. Do not enter the requisition serial number in this field. Assign an individual serial number for each line item listed in data block (b).

Use data block 7 (Date material required) for entering the calendar date of required delivery of material or completion of service.

Use data block 8 (Priority) for entering the two-digit priority designator.

Use data block 9 (Authority or Purpose) for entering the authoritative reference that applies to the procurement of specific material or service when available. Leave this field blank when information is not available.

Use data block 10 (Signature) for entering the name, rank and signature of the supply officer.

Leave data block (a) (Item number) blank.

Use data block (b) for entering the Federal stock number, description, and coding of requested material or service. Enter the requisition serial number in the left margin of the printed caption of block (b). Under the caption, enter the serial number for each item requested. Following the serial number, enter adequate identification of each item.

Use data block (c) for entering the unit of issue. Use the abbreviated code from Appendix A23 of NAVSUP P437 when request is for material. Use EA if request is for service.

Use data block (d) for entering the quantity requested. Enter 1 in this block if the request is for service.

Figure 4-3 is a sample format of a DD Form 1149 that was prepared for material and services. Refer to NAVSUP P-485 and P-567 for a sample format of a DD Form 1149 that was prepared for buying bulk petroleum.

## **PURCHASE**

Purchase is the method used for getting material or services not available in the supply system. The NAVSUPINST 4200.85 provides instructions and guidance concerning purchase or procurement of material from commercial suppliers.

Small purchase means an acquisition of supplies and nonpersonal services for \$25,000 or less. The process for open market requirements of more than \$25,000 is through formal contracting procedures. Chapter 1, enclosure 2, of NAVSUPINST 4200.85 describes the procedures used for small purchases. The preferred sources of supply are government activities. You can use open market purchases only when required items are not available from mandatory government sources of supplies. These sources are as follows:

- Department of Defense/Federal Supply System for material with NSN
- Excess personal property from other agencies
- Federal Prison Industries

- National Industries For The Blind or other severely handicapped
- Mandatory GSA Federal Supply Schedule contracts
- Optional GSA Federal Supply Schedule contracts

The purpose of GSA Federal Supply Schedules is to provide support for the routine needs of stationary shore-based activities. The mandatory use of the schedule is not practical for afloat activities. The Federal Acquisition Regulation (FAR) recognizes this by making “urgent requirements” an exception to the mandatory use of schedules. The inherent constraints of shipboard supply and logistics make virtually all ship’s purchases urgent within the context of the FAR. It has been determined not to be cost effective for ships to assemble and maintain the considerable libraries of FSS literature. Therefore, GSA schedules are optional for shipboard purchasing. Shore activities purchasing for ships use the GSA schedules.

There are four methods used for making small purchases. The first method is the blanket purchase agreement (BPA). Each BPA should not exceed \$25,000 (except food, which is an unlimited amount). Use the imprest fund method for purchases that do not exceed \$500. Use the purchase order method for purchases that do not exceed \$25,000. The purchase invoice (SF 44) method requires a Standard Form 44 and should not exceed \$2,500 (except \$25,000 for aviation fuel and oil purchased by pilots).

Purchases over \$2,500 must have competitive quotes from vendors. At least three vendors should be solicited. Orders cannot be split to avoid competition or purchase authority threshold. It is illegal for anyone other than a properly appointed contracting officer to make a purchase for the government. Personnel without contracting authority who order supplies or services or commit the government to pay a vendor may be held personally liable for the cost of the transaction, and they are subject to disciplinary action.

An imprest fund allows a ship to pay cash for small purchases. The imprest fund is under the custody of an imprest fund cashier. The cashier advances cash to pay for supplies. The paid receipt becomes the payment voucher and cuts the need for a purchase order and separate voucher. The commanding officer (CO) appoints in writing the imprest fund cashier. The supply officer, when authorized by the CO, may appoint the imprest fund cashier. Refer to enclosure 4 of *Fleet*

*Purchasing Procedures*, NAVSUPINST 4200.85 (series), for more information on the imprest fund. The following conditions for using the imprest fund apply:

- Amount of transaction does not exceed \$500.
- Use of imprest fund is advantageous to the government.
- Supplies or services are available for delivery within 60 days, either at the contractor’s place or at the destination point.
- The purchase does not require a detailed technical inspection.

Naval activities, including ships, with contracting authority can set up an imprest fund if the following conditions exist:

- The authorization for contracting specifically gives imprest fund purchase method authority.
- The type commander (TYCOM) approves the use of the imprest fund method in writing.
- The commanding officer approves the imprest fund in writing.

The blanket purchase agreement (BPA) is an agreement with a supplier to furnish specific groups of material or services under specified conditions. Authorized personnel conduct purchases under the BPA method either verbally or by informal memoranda. This process is also known as BPA call. A BPA eliminates the need for an individual purchase order for small requirements. Ships cannot set up a BPA. Upon request, shore supply activities may set up a BPA for ships. Or, ships may be authorized to place calls against a BPA issued by an ashore activity. Each BPA call should not exceed the ship’s authority or \$25,000, whichever is lower. The purchase authority of \$10,000 includes ship types LPH and aircraft carriers, according to NAVSUPINST 4200.81.

The individual authorized to make BPA calls are those appointed in writing by the CO. The certificate of appointment will show the person as a contracting officer authorized to place BPA calls up to a certain dollar limitation. The ship must maintain a list of individuals appointed to make BPA calls, and a copy of this list must be submitted to the activity who issued the BPA. The ship is responsible for informing the shore contracting activity, in writing, immediately upon any changes to this list.

A purchase order is a written offer from the government to buy certain supplies or services. The

Department of Defense Form 1155 (DD Form 1155), Order For Supplies or Services, is an authorized form for use in small, unclassified purchases. The following are different uses of this form:

- Purchase order, BPA, delivery order under contract, or delivery order for government agencies outside DOD.
- Receiving and inspection report.
- Property voucher.
- Public voucher. Not to exceed \$25,000 when used as a purchase order. Without monetary limitation when used as a delivery order. Without monetary limitation as the basis for payment of an invoice against BPA or basic ordering agreements with established firm price.
- Document for acceptance of the order by the supplier.

Each purchase order must have a complete line of accounting data. Every data element must have the required number of characters. Use zeros to fill in the data element that is not required. Also use zeros preceding the first significant digit to fill in the required number of characters. The following is an example of accounting data. Refer to NAVSO P-3013 for more information concerning the data elements used in your command.

1781804.702D 000 53824 0 060957 2D R05504 BLNK 0073210066NR  
 (1) (2) (3) (4) (5) (6) (7) (8) (9)

(1) 1781804.702D is the appropriation and subhead. Use NAVSO P-3013 as reference for this information.

(2) The three zeros identify the object class. Use three zeros unless the international balance of payment is affected. Refer to the *NAVCOMPT Manual*, paragraph 027003, for more information on object class.

(3) 53824 is the operating budget holder. This will be your UIC if you have an OPTAR. The *NAVCOMPT Manual*, volume 2, chapter 5, provides a list of unit identification codes.

(4) 0 is the suballotment. Use budget suffix if assigned. Refer to NAVSO P-3013 for this information.

(5) 060957 is the UIC of authorized accounting activity. The *NAVCOMPT Manual*, volume 2, chapter 5, provides a list of unit identification codes.

(6) 2D is the transaction type. Refer to *NAVCOMPT Manual*, paragraph 028003, concerning this code.

(7) R05504 is the property accounting activity. It is six-digit activity address code. It consists of Service Designator codes R, V, or N and a UIC that translates to a clear text address.

(8) BLNK occupies the Country code field. Leave this field blank.

(9) 0073210066NR is the Cost code. It consist of two zeros, Julian date (4-digit), serial number (4-digit), and Fund code (2-digit). Refer to NAVSO P-3013 for information concerning the Cost code.

Enclosure 4 of NAVSUPINST 4200.85 (series) provides detailed instructions in preparing and distributing copies of DD Form 1155.

The Standard Form 44, Purchase Order-Invoice-Voucher, is a pocket size purchase order form. It is used for on-the-spot, over-the-counter purchases of supplies and services while away from the purchasing office or at isolated activities. It is a multipurpose form that can be used as a purchase order, receiving report, invoice, and public voucher. It is used only when another purchase method will not work because it does not contain general clauses or provisions found on purchase orders. The SF 44 may be used only if all of the following conditions exists:

- The amount of purchase does not exceed \$2,500, except aviation The and oil purchases by pilots, which should not exceed \$25,000.
- Supplies or services are immediately available from contractor's stocks in the local trade area.
- One delivery and one payment will be made. Supplies or services purchased do not require technical inspection.
- The use of SF 44 is more economical and efficient than use of any other small purchase method.
- The applicable decision of exception and necessary documentation have been made before procuring a foreign item.

Upon completion of the purchase on SF 44, distribute copies as follows:

- Copies 3 and 4 are returned by the ordering employee to the ordering activity.
- Copies 1 and 2 are given to the contractor at time of purchase. Contractors submit copy 1 as an invoice (or

attach a commercial invoice to copy 1) to the disbursing activity shown in the block titled "Agency Name and Billing Address."

- Copy 4 is sent to the appropriate fiscal office for recording of obligations.

Because SF 44 is highly pilferable, it is controlled by serial number. Refer to enclosure 2, chapter 5, of NAVSUPINST 4200.85 (series) for a sample SF 44.

## REQUISITION STATUS

The purpose of a requisition status is to inform the requisitioner of the action being taken on their requests. Keeping an up-to-date status on all requisitions is part of the monitoring functions of an AK. Requisition status gives you the information needed for making decisions in the applicable job. For example, if the requested item is not available for issue, a similar item may be cannibalized from other equipment to fill the requirement. On the other hand, if the item is available, other unnecessary effort can be prevented. The following text covers the procedures for maintaining the status on requisitions.

## TYPES OF STATUS

Supply activities provide requisition status based on the Media and Status code of the request. The Media and Status code occupies record position 7 of the requisition. Appendix A6 of NAVSUP P-437 provides a list of Media and Status codes that you may use.

### Exception Status

There are several situations that stock points use as a basis for providing an exception status. They are one, or any combination of, the following decisions made by a stock point.

- Material obligation
- Procurement for direct delivery
- Substitution
- Change to unit of issue, stock number, or cognizance symbol
- Requisition rejected for specific cause
- Referral order
- Cancellation acknowledgement

- Any other circumstances that says the material will not be issued within the time frame established for the priority of the requisition.

## 100% Supply Status

The 100% supply status provides information on every action taken by the supply system on the requisition. It includes release of material for shipment, but not the mode of shipment and bill of lading number. The stock point provides 100% supply status for requisitions, depending on the Media and Status code used.

### Shipment Status

The shipment status consists of data on the actual shipment of material. It includes the date and mode of shipment, transportation control or bill of lading number, and date available for shipment.

## SUPPLY STATUS FORMATS

There are two types of formats for furnishing supply status. The first type is a standard format used to provide most types of status information. The second is a specific format used when the material is being purchased for direct delivery to the requisitioner or supplementary address.

### Standard Format

The requisition status provided in standard format will have document identifier (DI) AE followed by a number or letter. The following paragraphs describe the data elements of status in standard format.

The record positions 1-3 contain the document identifier. Appendix A4 of NAVSUP P-437 provides a list of these document identifiers.

The record positions 4-6 contain the routing identifier of the activity furnishing the status. See Appendix A10 of NAVSUP P-437 for a list of routing identifiers.

The record position 7 contains the Media and Status code from the requisition.

The record positions 8-22 contain the NSN NICN or part number of the item. This field will include the CAGE and first 10 characters of the part number (if the part number has more than 10 characters).

The record positions 23-24 contain the current unit of issue.

The record positions 24-29 contain the quantity of supplied item.

The record positions 30-43 contain the document number of the requisition.

The record position 44 contains the Suffix code when applicable. The Suffix code applies to requisitions with partial issue or shipment.

The record positions 45-50 contain the supplementary address from the requisition.

The record position 51 contains the same Signal code from the requisition.

The record positions 52-53 contain the Fund code from the requisition.

The record position 54 contains the Distribution code from the requisition.

The record positions 55-56 contain the cognizance symbol.

The record positions 57-59 contain the Project code of the requisition.

The record positions 60-61 contain the priority from the requisition.

The record positions 62-64 contain the transaction date applicable to the supply status provided.

The record positions 65-66 contain the Status code.

The record positions 67-69 contain the routing identifier of the last supply source to hold the requisition.

The record positions 70-73 contain the estimated shipping date.

The record positions 74-80 contain the current unit price of the item.

The top line may contain the first 59 characters of MILSTRIP data, and the second line contains positions 60-80.

### Specific Format

The requisition status provided for material purchased for direct delivery to the requisitioner is in a specific format. This format uses document identifier AB followed by a number. The UMMIPS processing standards require the supply status to be furnished before a purchase action can be formally negotiated. When the supply source determines that material will be purchased for direct delivery, a Status code BV will be

provided to the customer. The BV status record will include the estimated shipping date for the item. Upon completion of the contract, the supply activity will furnish the requisitioner with an AB series status format. The AB series status record includes the procurement instrument identification number (PIIN) and the scheduled shipping date of the contract. If the scheduled shipping date must be adjusted, a supply status record (AE series) will be provided with a BP status and revised shipping date. The information in the specific and standard format is the same with some exceptions. The following paragraphs describe these exceptions.

The record positions 1-3 contain a document identifier in the AB series.

The record positions 60-72 contain the PIIN assigned for the material being procured.

The record positions 73-76 may contain the proper call or order serial number applicable to the purchase. This field may be blank.

The record positions 77-80 contain the Julian date specified in the contract for shipment of material.

There are several ways to send a requisition status to an activity. The supply source sends the status by message, AUTODIN, or mail. When provided by message, it is normally transmitted via the Defense Automatic Addressing System (DAAS). A status sent via the DAAS facility will be in a format that corresponds to an 80-record position pattern. The following is an example of a text of supply status message. This will help you understand the arrangement of information described in the previous paragraphs. Refer to your local communication activity for a current message format applicable to your command.

UNCLAS//N04400//

MSGID/GENADMIN/SUPPLY//

SUBJ/MILSTRIP DOCUMENTS//

RMKS/1. AE1N32S1234567890123\_\_EA00001V  
123450001G001\_YAPOOLARZ\_\_1RAK506002BM  
NNZ\_\_0123456

2. AE1NNZS1234567890123\_\_EA00001V 12345000  
1G001\_YAPOOLARZ\_1RAK506003BANNZ000401  
23456

Requisition status can be provided in abbreviated format. When used, the subject line of the message will have ABBREVIATED MILSTRIP SUPPLY STATUS

**FROM:** (Appropriate Indicator of Sender)

**TO:** (Insert Addressee(s))

**ABBREVIATED MILSTRIP FOLLOW-UPS:**

1. AF1/N32/1560002345678/EA/00040/N00207/4007/0001/BLNK/02
2. AF1/N32/1560002345678/EA/00012/N00207/4010/0014/B/BD/BLNK/02

**NOTE:** Example 1 above depicts a Follow-up (No Supply Status Received). Example 2 depicts a Follow-up (Supply Status Received).

**ABBREVIATED MILSTRIP CANCELLATION REQUESTS**

1. AC1/N32/1560003456789/EA/00040/N00207/7124/0001/02
2. AC1/N32/1560003456789/EA/00040/N00207/7124/0001/B/BV/BLNK/02

**NOTE:** Example 1 above depicts a Cancellation (No Supply Status Received). Example 2 depicts a Cancellation (Supply Status Received).

**ABBREVIATED MILSTRIP SUPPLY STATUS**

1. AE1/1560001234567/EA/00040/N00207/1215/0001/BLNK/02/BB/3015
2. AE1/1560002345678/EA/00012/N00207/1259/0014/B/02/BV/2283

**ABBREVIATED MILSTRIP SHIPMENT STATUS**

1. AS1/00040/N00204/1165/0001/BLNK/056/02/0020411650001XX/B
2. AS1/00012/N00204/1165/0003/A/044/02/0020411650003XX/B

Different type formats are contained on the same message for display purposes only. Messages containing abbreviated message formats will contain all requisitions, all follow-ups, or all status.

**Figure 4-5.-Abbreviated MILSTRIP message format.**

on it. See figure 4-5 for an example of an abbreviated message format. Each record will contain the following information in sequence.

- Document identifier
- NSN NICN or part number
- Unit of issue
- Quantity
- Document number
- Suffix code, if applicable, or blank
- Priority designator
- Status code
- Estimated shipping date, or blank

**SHIPMENT STATUS FORMAT**

The shipment status provides information about actual shipment of material. The following paragraphs describe the data element in shipment status.

The record positions 1-3 contain the document identifier AS/AU series code. See Appendix A4 of NAVSUP P-437 for a list of document identifier codes and their meanings.

The record positions 4-6 contain the routing identifier of the activity providing the status.

The record position 7 contains the Media and Status code of the requisition.

The record positions 8-22 contain the stock number shipped.

The record position 23-24 contain the abbreviated unit of issue for-the material.

The record positions 25-29 contain the quantity of material shipped to the activity.

The record positions 30-43 contain the document number of the requisition.

The record position 44 may contain a Suffix code, when applicable.

The record positions 45-50 contain the supplementary address from the requisition.

The record position 51 contains the Hold code, when applicable. Refer to Appendix 17 of NAVSUP P485 or Appendix 8U of NAVSUP P-567 for a list of Hold codes.

The record positions 52-53 contain the Fund code of the requisition.

The record positions 55-56 contain the cognizance symbol of the material.

The record positions 57-59 contain the shipment date.

The record positions 60-61 contain the priority designator from the requisition.

The record positions 62-76 may be blank. When used, they contain the transportation control number (TCN), government bill of lading (GBL), and registered or certified mail numbers that apply.

The record position 77 contains the Mode of Shipment code. Refer to Appendix A7 of NAVSUP P-437 for a list of Mode of Shipment codes.

The record positions 78-80 contain the date material is available for shipment or port of embarkation.

When appropriate to the Media and Status code of the requisition, the shipping status may be provided in a message format. The format of the shipment status sent by message is the same as the supply status. When sent in abbreviated format, it will contain the following information in sequence.

- Document identifier
- Quantity
- Document number
- Suffix code, if applicable
- Date shipped or released to carrier
- Priority designator

- TCN, GBL, registered or certified mail number
- Mode of Shipment code

See figure 4-5 for a sample of an abbreviated MILSTRIP message.

## REQUISITION MONITORING

As an AK you will be involved in maintaining current information for outstanding requisitions on file. File maintenance includes monitoring those requisitions in the outstanding file. Some of the information to consider before taking action on a requisition is the type and date of the latest status received. This information will help you decide the next action to take.

## TYPES OF FOLLOW-UP

There are four types of follow-ups. The following paragraphs describe the different types of follow-ups. Refer to Appendix A4 of NAVSUP P-437 for a list of Document Identifier codes used in this chapter.

The first type of follow-up is submitted to update the requisition status previously received. These follow-up inquiries contain document identifier AF followed by numbers 1 through 9. In some cases, the requisition receives a BF status after submission of the AF series follow-up. When this happens, submit an AT series follow-up to the supply source.

The second type is the follow-up submitted to get the latest status, and it maybe processed as a requisition. The supply source will process this document as a requisition when there is no record of receipt of the original requisition. This follow-up inquiry contains the document identifier AT series followed by numbers or letters.

The third type is the follow-up submitted as a supply action to improve estimated shipping date (ESD) from previously finished status documents. This follow-up inquiry contains document identifier AFC. The AFC follow-up applies only to requisitions with priority designators 01-08. It will be submitted only after receipt of an ESD that will not meet the material usage or need dates. Only the requisitioner, supplementary addressee, or the activity contained in record position 54 of the requisition may submit this follow-up.

The fourth type is the follow-up submitted to obtain the latest status on a previously submitted cancellation request. This type may be processed as a cancellation request if the original was not received. This follow-up contains document identifier AK series.

FROM: (Appropriate Indicator of Sender)

To: (Insert Addressee(s))

SUBJ: MILSTRIP FOLLOWUPS

1. AF1/N32/S/1234005678910AA/EA/00001/V12345/0001/0111/R/YSTOCK/A/RZ/BLNK1R/AE0/13
2. AF1/N32/S/1234010123456BB/EA/00001/V12345/0001/1900/R/YSTOCK/A/VZ/BLNK7R/AE0/13
3. AFC/N32/S/1234003456789CC/EA/00001/V12345/0001/0112/R/YSTOCK/A/RZ/BLNK1R/AE0/13/030/BZ/ N32/0222

NOTE: Exception data, if entered in an A0E or A05 requisition, will be omitted from follow-ups in the AF\_ series. AT5 or ATE follow-ups will contain the same exception data that was entered in the original A05 or A0E requisition.

(Complete all other message elements in accordance with Service instructions)

Figure 4-6.-MILSTRIP message follow-up.

## METHODS OF FOLLOW-UP

Follow-up requests are submitted by message, mail, or hand delivery. The preferred method for submitting a follow-up request, when information does not exceed 66 record positions, is via message to DAAS. This method also applies for submitting follow-up request to the General Services Administration (GSA). Follow-up requests more than record positions must be forwarded via narrative message, or mailed. Submit all follow-up requests to the last activity known to hold the requisition. See figures 4-5 and 4-6 for a sample of a MILSTRIP message follow-up.

## FOLLOW-UP PROCEDURES

The status of requisitions in the outstanding file must be continually reviewed to ensure they remain active in the supply system. Automated activities have the capability to screen the entire requisition file for follow-up action. They also have the capability to select an individual requisition on file. Outstanding requisitions should be reviewed according to the following schedule:

<u>Priority</u>	<u>Review Frequency</u>
1-3	Daily
4-8	Weekly
9-15	Monthly

## FOLLOW-UP POLICY

Nonreceipt of material when the RDD or SDD has expired is not a valid reason for submitting follow-up requests. For example, if the estimated shipping date (ESD) has not yet passed for requisitions with BB or BV status and a follow-up request was submitted, it is probable that the same status would be received. The following paragraphs contain the restrictions applicable to MILSTRIP follow-up requests.

### Status Not Requested

Requisitions that have a Media and Status code of 0 (zero) indicate no status was requested. A follow-up requests may be submitted only after the RDD or SDD has passed.

### Requested Status Not Received

Follow-up inquiries for requisition priority designators 01 through 08 may be submitted after 3 days have passed from requisition submittal date, previous status transaction date, or previous follow-up date. Follow-up for priority 09 through 15 requisitions may be submitted after 7 days under the same conditions. A follow-up may also be submitted after 48 hours from the expiration date of the RDD, SDD, and established time frame for receipt of status. Before submitting a follow-up, consider the fact that the supply source may not have received the original requisition. In this case, the activity may follow-up only with the proper document from the AT series.



## Requested Status Received

When the requested status is received, a follow-up may be submitted after the RDD or SDD has passed. However, if an ESD has been established, send the follow-up after the date has passed and adequate transportation time has expired. The following chart shows the transportation times considered adequate for follow-up purposes.

Requisition Priority Designator	CONUS except Alaska, Hawaii, and Canada	Western Pacific, Persian Gulf, Red Sea	Other Areas
1-3	3 Days	8 Days	7 Days
4-8	6 Days	11 Days	10 Days
9-15	13 Days	80 Days	63 Days

## Request for Supply Assistance

Supply assistance may be requested for priority 1-8 requisitions with a status that reflects an ESD that material will not be delivered by the RDD or SDD. A request for supply assistance may be made by message, letter, or telephone to the proper supply source. Telephone requests should not exceed seven items, and should be limited to priority designator 01 through 08. See figure 4-7 for a sample of a standard supply assist message format.

## REQUISITION MODIFICATION

A requisition modifier may be initiated by the requisitioner, supplementary addressee, or monitoring office. The reasons for modifying requisitions include changes in force/activity designator (FAD) and urgency of need designator (UND).

FROM: (APPROPRIATE INDICATOR OF SENDER)

TO: (INSERT ADDRESSEE(S))

INFO: (INSERT ADDRESSEE(S))

SUBJECT: MILSTRIP SUPPLY ASSISTANCE REQUEST

1. This command is experiencing serious problems due to lack of item(s) shown below. Request aggressive action to accelerate delivery and improve ESD.

DOC NO. W/SUFF

NSN

N00215/4152/0111/B

8305-01-123-4567

2. Substitutes. List all known and acceptable substitute NSNs or part numbers. If none, so state.

3. Next Higher Assembly. If none, so state.

4. Lateral Support. List any activities contacted in an attempt to obtain item through lateral support and/or known activities using same end item or weapon system. If none, so state.

5. Known Source. List any known sources for the item to include name, mailing address and telephone number (if known). If none, so state.

6. Mission Impact Statement. Include end item description, weapon system application. Indicate mission degradation created by lack of item(s) or statement "A classified NMCS condition exists due to lack of required assets."

7. Remarks. Include additional pertinent data not covered above.

(Complete all other message elements in accordance with Service instructions.)

Figure 4-7.-MILSTRIP message, supply assistance request.

## Requisition Modifier Preparation

The requisition modifier must be prepared by using document identifier AM series and all prescribed information for a requisition. The following chart lists the information that can be changed from the original requisition by submitting a modifier.

<u>Record Position</u>	<u>Data Element</u>
7	Media and status code
45-50	Supplementary address
51	Signal code
52-53	Fund code
54-56	Distribution code
57-59	Project code
60-61	Priority
62-64	Required delivery date
65-66	Advice code

## Requisition Modifier Documents

The activity initiating the requisition modifier is responsible for notifying other interested activities of such action. The requisition modifier must be submitted to the last known source holding the requisition. Most of the data elements in the requisition modifier will be the same as in the original requisition or latest status record. The following paragraphs describe the format of a requisition modifier.

Use record position 1-3 for entering the document identifier in the AM series.

Use record position 4-6 for entering the routing identifier of the activity to receive the request.

Use other record positions applicable to the data that can be changed to modify one or more data elements. If an element is not being modified, enter the original data.

## Shipment Tracing

A requisition can remain outstanding due to non receipt of material even though a shipment status was provided. When material is not received after the normal transit time, you can submit a shipment tracer request. The following paragraphs describes the procedures and references for submitting shipment tracers.

The DOD Regulation 4500.32R, MILSTAMP, contains the procedures, formats, and address data for tracing shipments in the Defense Transportation System (DTS). Refer to this reference for surface, Logistics Air (LOGAIR), and QUICKTRANS shipments within the DTS. Requests should be turned over to the local transportation officer for tracing according to MILSTAMP.

An alphabetic B in record position 68 of a shipment status identifies air and surface domestic freight shipments with a final destination at a CONUS activity. The *Joint Military Travel Management Regulation*, describes procedures for tracing shipments in these modes. Refer to chapter 220, section 11, of this regulation concerning this subject.

An R, I, or C in record position 68 of a shipment status identifies registered, insured, and certified mail or parcel post shipments. These involve material shipments to CONUS or overseas activities. You may use the format for document identifier AFT when requesting a shipment tracer for the material shipped in these modes. Refer to Appendix B1 of NAVSUP P-437 for the format of AFT documents. The information needed to prepare an AFT document is the same as in the AS or AU series except for the document and routing identifier codes. The AFT document should be submitted no earlier than 10 days and no later than 60 days after the date of shipment in the status document.

When a shipment status is received, do not send the follow-up actions by using the document identifiers in the AF and AT series. These actions will result only in receipt of another shipment status document with the same information.

## Cancellation of Requisitions

Under normal circumstances, cancellation requests represent a discontinued need for specific items and quantities. The requisitioner, supplementary addressee, or authorized activity may prepare a cancellation of requisitions. Cancellation requests can be submitted as a single-line transaction or by a message that contains one or more transactions. Submit a cancellation request to the last holding activity; use the format in Appendix B1 of NAVSUP P-437

The single-line item cancellation request will not be submitted when CONUS activities receive a notice advising that shipment from a contractor or a depot has occurred. The cancellation request will not be submitted when an overseas activity receives a shipment status under the following conditions:

- The line item value is less than \$200.00.
- The material was shipped by air mail or parcel post.
- The material was shipped more than 10 days ago by air to the aerial port of embarkation (APOE) or 45 days ago by surface to the water port of embarkation (WPOE).

Confirmed cancellations for requisitions with Status code BV may result in billing for transportation charges or contract termination cost.

When canceling a requisition, the funds should not be deobligated until receipt of a confirmed cancellation from the supply source.

### **MAINTAINING MATERIAL OUTSTANDING FILES**

Because of the different automated capabilities of Navy activities, maintenance of material outstanding files will vary by local capabilities. The following paragraphs will provide the guidance you need for maintaining material outstanding files. It applies to you whether you are using paper copies or computer records.

### **REQUISITION RECORD**

The requisition record will be maintained in date order by document number sequence. Material receipts and status must be promptly processed to the requisition record.

### **REJECTED REQUISITIONS**

When a supply source rejects a requisition for incorrect entry, remove the original requisition from the file for research and resolution of errors. The Status code for rejected requisitions will be in record positions 65-66 of the document. The DAAS also may reject erroneous requisitions when that activity's programs cannot read the document. Refer to chapter 11 of NAVSUP P-437 for DAAS processing procedures. The rejected requisition must be researched to determine the error involved. After correcting the error, the requirement must be submitted with a new document number.

### **BACK ORDER FILE**

After receiving a status that an item has been back ordered by a supply source, move the document to the back order file. This file must be in document number sequence. The requisitions in this file require an ongoing

review. As the requisition remains on back order or becomes aged, two conditions may occur. The changing requirements may dictate the item is no longer needed and should be canceled. The other condition is that the requisition will become subject to the cyclic material obligation validation (MOV) process.

### **FILE MAINTENANCE**

The internal review program provides a process of reviewing requisitions regularly. This is done by comparing outstanding requisitions to known requirements. Some of the known requirements include authorized allowance and high-limit. After the review process, submit cancellation requests for those requisitions that are no longer required.

### **MATERIAL OBLIGATION VALIDATION**

A material obligation is the untitled quantity of an outstanding requisition, and it is recorded as a commitment against stock or vendors. The material obligation validation (MOV) pertains to those items requisitioned to which status codes BB, BC, BV, and BZ apply. The supply source sends the MOV requests to the requisitioner on a cyclic basis. These requests, from the supply source to requisitioner, is to compare the records and confirm the continued requirement held as material obligations. The requisitioner replies to MOV requests to advise them to hold the material obligation until supplied or cancel all or portion of the material obligation.

### **MOV AGE CRITERIA**

Material obligations are considered overaged and subject to MOV for priority designators 01 through 08 that have been outstanding for more than 30 days. These include priorities 09 through 15 requisitions that have been outstanding more than 75 days. A special validation is the type of MOV that may be ordered without regard to the age of the material obligations involved. The special validation is discussed later in this chapter.

### **MOV SCHEDULE**

The annual schedule of cyclic validations includes the cycle number, cutoff date for requests, and the ending date for replies. For cycle 1, the cutoff date for supply sources to prepare and forward requests to customers is January 20. Replies from the requisitioner are due back to supply sources by March 5. The cycle 2 cutoff date for supply sources is April 20, and the reply

date from requisitioners is June 5. The cycle 3 cutoff date for supply source is July 20, and the reply date from requisitioners is September 5. The cycle 4 cutoff date for supply sources is October 20, and the reply date from requisitioners is December 5.

## **MOV REQUESTS AND CONTROL CARD**

An MOV control card (document identifier AN9) accompanies the MOV requests sent to each activity. One control card will be provided for each batch of MOV requests (document identifier AN series). The first checkpoint in the MOV process is to verify receipt of MOV batches. Therefore, acknowledgement of receipt must be done immediately upon receipt of the request documents. The MOV control card information must be verified with the number of cards actually received. Refer to Appendix B1 of NAVSUP P-437 for the format of AP and AN series documents.

If the count is correct, submit the receipt confirmation (AP9 document) with the receipt date in record positions 41-44. Whenever possible, return the receipt confirmation via AUTODIN. When this is not possible, return the receipt confirmation by message or mail.

If the count does not match the control card, submit an APX document identifier format to the supply source. The preferred method for returning the APX document is by AUTODIN. When using mail, change the document identifier of the control card from AP9 to APX before mailing. The APX document will serve as a notice that the supply source should retransmit the specific batch.

The second checkpoint of MOV process is a message from DAAS. This message is a summary of notification of MOV documents that were sent to each activity involved. The message tells the MOV customer that if they do not receive the MOV documents within 18 days from the date of the message, retransmission can be requested by submitting an APX document.

## **ACTIVITY TO RECEIVE MOV REQUESTS**

The MOV request documents will be sent to the ship or unit designated in the M&S code of the overaged requisitions. When the M&S code has a 0 (zero), the MOV request will be sent to the activity indicated in record position 54 of the requisition. If record position is blank, the MOV request will be sent to the requisitioner.

## **VALIDATION OF OUTSTANDING REQUISITIONS**

Upon receipt, MOV requests must be validated item by item to determine continued need for each requisition. Each item also must be validated for quantity involved and the priority designator of the requirement. This process can be done by comparing the MOV request with the related requisition in the material outstanding file (MOF). During the review, separate the documents into two groups. Those requisitions that may be partially or totally canceled and those with total quantity still required. After completing the validation, mark each validated requisition to show it was validated in that specific cycle. Automated activities can post MOV requests and responses in the requisition file. This provides a record that the MOV transaction was completed for that particular requisition. Other overaged requisitions held by the same MOV originator with no corresponding MOV request will need follow-up action.

## **RESPONSES TO MOV REQUESTS**

After completing the validation, submit the reply to the supply source that submitted the MOV requests. The reply should be in the format for document identifier (DI) AP series documents. Prepare an AP series document in response to each AN series document. The quantity field of each AP series document must show the quantity still required-not the quantity canceled. For total cancellation, the quantity field in record positions 25-29 will be zero filled. For reduced quantity, put the new quantity requirement in the record positions 25-29. The quantity of a requisition cannot be increased in the validation process. If there are changes to the priority designator or RDD submit a requisition modifier.

The current system developed for use by fleet units allows such units to respond to MOV requests by using a MOD V terminal. This procedure requires transmission of one DI BMV document to say back ordered requirements are still valid. A single MOV certification card (DI BMV) format should be in the last line of the reply message. Document BMV will confirm all documents not included as AP series cancellations. The following paragraphs describe the format of a BMV document.

Enter BMV in record positions 1-3 (document identifier).

Use record positions 4-6 for entering the DAAS Routing Identifier code SGA. Do not use an inventory control point Routing Identifier code in this field.

Leave record positions 7-29 blank.

FROM: (INSERT ADDRESS OF INITIATOR)

TO: DAAS DAYTON OH

MILSTRIP DOCUMENTS (SUBJECT IS OPTIONAL)

```
A01N0ZW5960004567890 EA00001R5219271840001RYN0E01AKR 9NEK505 )REQNS
A01N0ZW5960001234567 EA00001R5219271840002RYN0E01AKR 9NEK505 )
AF1N0ZW5960006540780 EA00002R5218271670133RYN0E01AKR 9NEK505169BM )FOLLOWUPS
AT1N0ZW5960007654321 EA00001R5219271480002RYN0E01AKR 1NEK505 )
AM1N33W5960004217619 EA00001R5219271770108RYN0E01AKR 1NEK505179BB )REQN
AMIN35W3110009164134 EA00002R5219271780004RYN0E01AKR 9NEK505180BB )MODIFIERS
AC1S91W6610004361916 EA00001R5219271760002RYN0E05AKR 1HEK505178 )CANCELLATION
AC1N35W5905001363612 EA00002R5219271670001RY00E05AKR )REQUESTS
AP9S9I0202002 AT50208020 8025 8084
```

(Complete all other message elements in accordance with Service instructions.)

Figure 4-8. Formatted message.

Use record positions 30-35 for entering the requisitioner service designator (V or R) and UIC. This will also certify all requisitions for N service designator for the same UIC.

Leave record positions 36-80 blank.

Send MOV responses to DAAS by message. The format of AP series response document is the same as in regular MILSTRIP format. Refer to Appendix B1 of NAVSUP P-437 for the format of AP series documents. This response must have the routing identifier of the requesting ICP in record positions 4-6. Leave record positions 71-73 blank to allow for DAAS electrical transmission. MOV responses are authorized for transmission during "MINIMIZE."

#### **CANCELLATION FOR NONRESPONSE TO MOV**

When conducting the MOV you must pay attention to each step and to the deadlines to prevent cancellation of valid requirements. Ensure that the message response is released on time to prevent cancellation for nonresponse. The following paragraphs describe the reasons for canceling material obligations.

Supply sources will cancel material obligations when the requisitioner has not acknowledged receipt of the scheduled validation request document. Requisitions can also be canceled when no response card (DI AP) is received by the response due date. When receipt of validation requests has been acknowledged

but no document AP has been received, the requisitions will also be canceled by supply sources.

There is no authorized method allowed by MILSTRIP to reinstate requisitions canceled under MOV. The only method of getting the material is to resubmit a new requisition.

#### **SPECIAL VALIDATION REQUESTS**

Item managers may send special validation requests. For example, the item manager may need to validate requirements for high dollar value or critical items. Item managers determine those essential items that are scarce or expected to be scarce for an extended period. These items are called critical items. The method for transmitting requests and response for special MOV is by message. The message request will consist of document number, stock or part number, unfilled quantity, identification of ship to address, priority, and reply due date. The reply due date will be 10 days from the date of the message dispatch. Responses to special validation requests will be accomplished in the format shown in paragraph 02142 of NAVSUP P-437.

The MOV process is a valuable tool in freeing funds when items are no longer required. These funds can then be used for other requirements. The process is also a valuable tool in developing supply monitoring methods and skills within an activity.

Figure 4-8 is an example of formatted message for DAAS processing.

